



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting

CIVIL SERVICE COMMISSION MINUTES

Wednesday, January 5, 2005

4:00 P.M. Room 107

I. CALL TO ORDER

The meeting was called to order by Acting President Ray Murdaugh 4:16 p.m. Others present included Commissioner Shontea Williams; Civil Service Personnel Director Karen Scholle; and Customer Service Representative I Heather Marciniak. Commissioner Floyd DeForest was absent, excused.

II. MINUTES

There were no changes to the minutes from the December 1, 2004, Civil Service Commission meeting.

Motion by Commissioner Jenkins, support by President Murdaugh, to adopt the minutes of the December 1, 2004, Civil Service Commission meeting as printed.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

III. ACTION AGENDA

A. Elections of Civil Service Commission Officers

Due to not having a full commission present at the meeting, this item was tabled.

Motion by Commissioner Jenkins, support by President Murdaugh, to table the CSC elections until the next Commission meeting in February.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

B. Request for Intermittent FMLA Leave of Absence/Rodney Shunta

Due Rodney's mother passing away and the possible need for revision to the request, this item was tabled.

Motion by Commissioner Jenkins, support by President Murdaugh, to table this item until the February 2005 meeting.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

C. Request for 60-day Temporary Assignment to DPW Administrative Supervisor

The CSC received a request for Customer Service Representative II Teresa Moore, Cemetery Department, to temporarily fill in as Acting DPW Administrative Supervisor, effective December 13, 2004.

Motion by Commissioner Jenkins, support by President Murdaugh, to approve the request for a 60-day temporary assignment of Teresa Moore to Acting DPW Administrative Supervisor.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

D. Firefighter Eligibility List Extension

After brief discussion regarding the 2004 unused Fire Fighter eligibility list, the following action was taken.

Motion by Commissioner Jenkins, support by President Murdaugh, to extend the life of the 2004 Fire Fighter eligibility list for a period of one year.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

E. Firefighter Job Description

Although an updated Fire Fighter job description was presented to the CSC, questions arose regarding contractual issues with the update and, as a result, action on this item was postponed.

Motion by Commissioner Jenkins, support by President Murdaugh, to postpone action on the proposed Fire Fighter revised job description.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

F. Request for Hearing/H. Marciniak

At the request of Heather Marciniak, the CSC reviewed language in Rule VII, Promotions, Section 3, Eligibility for Promotional Examinations. Specifically, Rule VII does not allow promotion to Police Officer as it is classified as an "open competitive" exam only. The CSC expressed a desire to have the City attorney review the matter with regard of promotional consideration.

Motion by Commissioner Jenkins, support by President Murdaugh, to request the City Attorney review the matter and advise.

VOTE: Commissioner Jenkins, yes; President Murdaugh, yes. Motion carried.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Police Officer Recruitment

The recruitment was completed in December. Nineteen candidates were certified to the Police Department for interviews to fill the current three vacancies.

B. Reduction in Force

Seven SEIU 517M Unit 2 employees were affected by the layoffs and bumping. However, all were able to bump or move to other vacancies.

C. Temporary Service Contract RFP

Bids are due by 2 p.m. on January 11, 2005, at which time they will be opened and reviewed. The Temporary Service Contract committee will convene on January 14 for consideration of the bids.

V. STATUS OF RECRUITMENTS

A. City Seasonals 2004: The year ended with 301 applications on file.

B. Civil Engineer: Leigh Smith, formerly Environmental Inspector, bumped to this position as of 12-17-04.

C. Code Coordinator: While Mike Cameron is serving in an acting capacity in this position, he tentatively accepted promotion to Code Coordinator.

D. Customer Service Representative I: There are 171 applications on file.

E. Customer Service Representative II: There are 64 open competitive applications on file.

F. DPW Administrative Supervisor: The transfer/promotion posting expires 1-3-05.

G. Firefighter 2004: There are 254 applications on file.

H. Mechanic: Two positions are available and posted for promotion.

I. Planner I: Testing for two promotional candidates will take place in January.

J. Planner II: Former Business Development Specialist Joel Fitzpatrick transferred to this position as of 12-20-04.

K. Police Officer 2003-04: Recruitment complete with 17 candidates certified to Public Safety Director Tony Kleibecker for departmental interviews for three openings.

- L. **Police Officer 2004-05:** Fourteen applications on file.
- M. **Secretary to City Manager:** Pat Bice accepted transfer to this position effective in January.

V. APPOINTMENTS

A. New Appointments

Permanent

Seasonal/Part Time

Crystal Meyer, Lifeguard, 11/3/04.

B. Promotions:

Permanent Employees

Seasonal/Part Time

C. Transfers

Permanent Employees

Joel Fitzpatrick, transferred from layoff (formerly Business Development Specialist) to Planner II, 12/20/04.

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Laura Hichue, returned to Permit Technician from Interim Permit Engineer, 11/21/04.

Seasonal Employees

Tommy Elliott, from Summer Program Playground Leader to Winter Program Facility Supervisor I, Leisure Services, 11/2/04.

E. Temporary Assignments

Permanent Employees

Teresa Moore, from Customer Service Rep II to Acting Administrative Services Supervisor, Department of Public Works, 12/13/04.

Seasonal/Part Time

F. Other

Permanent Employees

Marc Johnson bumped to DPW Traffic Sign Maintenance Worker, 12/7/04.

Craig Porter bumped to DPW Highway Equipment Operator, 12/17/04.

Leigh Smith bumped to Civil Engineer vacancy, 12/17/04.

Pete Vanderlaan bumped to Community & Economic Development Environmental Inspector, 12/7/04.

Roxanne Wever bumped to Community & Economic Development Environmental Inspector, 12/7/04.

Daniel McCollum bumped to DPW Water/Sewer Maintenance Worker vacancy, 12/27/04.

Vernon Berndt bumped to DPW Water/Sewer Maintenance Worker vacancy, 12/27/04.

Heather Marciniak returned to Police Records Customer Service Rep II from an educational leave of absence, 12/13/04.

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Seasonal/Part Time

- B. **Suspensions**
Permanent Employees

Seasonal/Part Time
- C. **Terminations**
Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

- A. **Resignations**
Permanent Employees

Seasonal/Part Time
- B. **Job Terminations**
Permanent Employees
Brandon Gunia, Equipment Operator, recall rights expired as of 11/4/04.

Seasonal/Part Time
- C. **Other**
Retirements

Layoffs (Permanent Employees)

Marc Johnson laid-off from CNS Housing Rehabilitation Inspector, 12/7/04.

Craig Porter bumped from DPW Traffic Sign Maintenance Worker, 12/17/04.

Leigh Smith bumped from Community & Economic Development Environmental Inspector; 12/17/04.

Pete Vanderlaan laid-off from Inspections Services Housing Inspector; 12/7/04.

Roxanne Wever laid-off from Inspections Services Housing Inspector, 12/7/04.

Daniel McCollum bumped from DPW Highway Equipment Operator; 12/27/04.

Vernon Berndt bumped from DPW Highway Equipment Operator; 12/27/04.

IX. OTHER PERSONNEL ACTIONS

- A. **Certificates of Training Excellence**
National Board on Fire Service Professional Qualifications-Fire Investigator
Scott Hemmelsbach, 9/24/04.
National Emergency Response & Rescue Training Center- EMS 1
Darrell A. Hogston, 11/19/04.
National Emergency Response & Rescue Training Center-WMD Incident Management/Unified Command Internet.
Darrell A. Hogston, 11/16/04.
ACRT Urban Forestry-Electrical Hazards Recognition Program
Richard C. Wildfong Jr., 9/18/04.

B. **Letters of Commendation**

The following employee's received a letter of Commendation from Public Safety Director Tony Kleibecker for their professionalism, patience and hard work during the time of reorganization of the Fire and Inspection Departments:

Rick Clark, Plumbing and Mechanical Inspector, 12/13/04.

Henry Faltinowski, Building Inspector, 12/13/04.

Laura Hichue, Permit Technician, 12/13/04.

Don LaBrenz, Electrical Inspector, 12/13/04.

Ken Murar, Electrical Inspector, 12/13/04.

Marty Neff, Customer Service Rep I, 12/13/04.

Carmen Smith, Customer Service Rep II, 12/13/04.

Pete Vanderlaan, Housing Inspector, 12/13/04.

Roxi Wever, Housing Inspector, 12/13/04.

The following employee's received a letter of Commendation via Public Safety Director Tony Kleibecker from the Bureau of Alcohol, Tobacco, Firearms and Explosives for outstanding effort in the arrest of and investigation leading to the conviction of a felon:

Nathan Baker, Police Officer, 11/24/04.

Jon Baker, Police Sergeant, 11/24/04.

Gregory Boonebrake, Police Officer, 11/24/04.

Ronald Hepworth, Police Sergeant, 11/24/04.

David McNeil, Police Officer, 11/24/04.

Chad Nader, Police Officer, 11/24/04.

Ramiro Pena, Police Officer, 11/24/04.

Andrew Rush, Police Officer, 11/24/04.

Keith Stratton, Police Officer, 11/24/04.

The following employees received a letter of appreciation via Public Safety Director Tony Kleibecker from Catholic Social Services for their contribution and presentation on personal safety in the office and in the community during home visits:

Leah Fenwick, Police Sergeant, 11/9/04.

Eric Hood, Police Officer, 11/9/04.

John Workman, Police Captain, 11/9/04.

Jodie Dibble, Police Officer, received a letter of appreciation from Muskegon Catholic High School for her assistance as the Community Officer working with the middle school and high school, 11/19/04.

X. OTHER BUSINESS

- A. There were no expenditures to MANPOWER for temporary services during December.
- B. There were no expenditures to Kelly Services for temporary office help during December 2004.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 4:33 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

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(01 05 CSC Minutes)